

JOB DESCRIPTION

SBDC Center Director

SUMMARY OF POSITION:

The SBDC Center Director provides leadership in planning, coordinating, and overseeing the development, delivery, and reporting of all professional programs, activities, and services at the center level that (1) accomplish the purposes of the grant agreement and (2) are consistent with the goals and objectives of the Ohio SBDC program.

Salary:
Minimum \$72,000

DUTIES AND RESPONSIBILITIES:

Administrative (Development of Plans/Proposals, Recordkeeping, Reporting, Performance Measurement):

- Develop and implement a strategic plan consistent with the goals and strategies of the state SBDC program.
- Knowledge and management of multiple funding streams and expenditures, compliance and reporting.
- Proposal development and submission of quarterly and annual reports.
- Ensure timely and accurate counseling data input into Center IC client information management system.
- Supervisory maintenance of client control records and data.
- Evaluate and measure effectiveness and impact of center's programs and services.

Human Resource Management:

- Recruit, select, and evaluate employees.
- Supervise business advisors' and support staff's counseling, training, reporting activities.
- Promote staff development by utilizing continuing education opportunities to enhance professional development.

Small Business Counseling and Training (see Business Advisor requirements) :

- Provide and facilitate free, in-depth, confidential individual business analyses and referrals to appropriate resources.
- Plan and market no- to low-cost training on subjects relevant to small business start-up and growth.
- Recruit government, private and public entities, as well as businesses and businesspersons to provide voluntary/free consulting services and/or training.
- Develop a resource network to achieve program objectives.
- Assist in the transfer of university-based knowledge to the small business community.

Program and Small Business Advocate:

- Promote the SBDC program and advocate for small business through presentations to communities and entities.
- Develop relationships with key stakeholders including, but not limited to, SBA, Ohio Development Services Agency, banks, chambers of commerce, economic development organizations, trade groups, educational institutions, legislators, and hosts.
- Develop appropriate advertising, promotion, and marketing materials.

Miscellaneous:

- Attend regional and state meetings and conferences as required.
- Develop and provide specific information, reports and/or special services as requested or required by the SBA/SBDC Administrators, the SBA Business Development Specialist, and the Director of the SBDC.
- Support area, state and federal research projects concerning small business and disseminate results to community.
- And other requirements as detailed in the Request for Proposal.

PROVEN ABILITIES:

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| • Interpersonal Skills | • Finance/ Accounting: Debt & Equity Finance |
| • Listening Skills | • Sales and Marketing |
| • Small Business Experience | • Technology |
| • Managerial (Personnel & Program) Experience | • Organizational Skills |
| • Willingness to Learn | • Collaboration |
| • Oral/Written Communications | • Economic Development |
| • Financing/Lending | • Multi-tasking |
| • Strong analytical and innovative skills | • Safeguarding program confidentiality |

EDUCATION:

B.A., B.S., or Masters Degree in Business Administration, Public Administration or related field. In lieu of a degree, a minimum of seven (7) years' experience in either business ownership and operations and/or equivalent combination of education and experience which demonstrates the knowledge, skills and abilities necessary for this position may be accepted. ***This position requires the successful completion of the Certified Business Advisor® course regardless of education or experience within the first six (6) months of employment..***